

KANSAS ASSOCIATION OF LEGAL ASSISTANTS

an affiliate of the
National Association of Legal Assistants, Inc.

APPLICATION FOR MEMBERSHIP

Qualifications of Membership (Article V, KALA Bylaws)

VOTING MEMBERS: *Any person, who qualifies as set forth below at the time of initial application for membership, may become a Voting Member upon payment of the annual dues prescribed there for and approval by the Membership Committee:*

1. Any person who has successfully completed the Certified Legal Assistant / Certified Paralegal (CLA / CP) examination of NALA.
2. Any person who has graduated from an ABA approved program of study for legal assistants, who is currently employed as a legal assistant.
3. Any person who has graduated from a course of study for legal assistants which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of sixty (60) semester hours of classroom study, who is currently employed as a legal assistant.
4. Any person who has graduated from a course of study for legal assistants other than those set forth in 2 and 3 above, plus not less than six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
5. Any person who has received a baccalaureate degree in any field, plus not less than six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
6. Any person who has a minimum of three (3) years of law-related experience under the supervision of an attorney, including at least six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.
7. Any person who has a minimum of two (2) years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

AFFILIATE MEMBERS: Any person, at the time of initial application for membership, who has been employed as a legal assistant, but who is not so employed at that time; any person graduated from a legal assistant program but not yet employed as a legal assistant, or any person who is employed as a legal assistant but does not meet the criteria to become a voting member may become an Affiliate Member upon payment of the annual dues prescribed there for. Any Affiliate Member may, upon satisfaction of the requirements for Voting Membership and payment of the balance required to equal the annual dues of a Voting Member, become a Voting Member.

STUDENT MEMBERS: Any person in good standing in any accredited university, college, junior college, or other accredited school pursuing a course of studies as a legal assistant may become a Student Member upon the payment of the annual dues prescribed there for and approval by the Membership Committee. Any Student Member may, upon satisfaction of the requirements for Voting Membership and payment of the balance required to equal the annual dues of a Voting Member, become a Voting Member.

SUSTAINING MEMBERS: Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, and those persons, firms, or institutions interested in supporting the organization may become Sustaining Members upon payment of the annual dues prescribed there for.

**CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY OF
NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.
(adopted by Kansas Association of Legal Assistants)**

A legal assistant must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the legal assistant shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as general guide intended to aid legal assistants and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules, and statutes must be taken into consideration when interpreting the canons.

Definition: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training, and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.

Canon 1 -- A legal assistant must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

Canon 2 -- A legal assistant may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Sections IV and VII.)

Canon 3 -- A legal assistant must not (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section VI):

- a. engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and
- b. establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and
- c. engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 4 -- A legal assistant must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section VII.)

Canon 5 -- A legal assistant must disclose his or her status as a legal assistant at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of an attorney. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section V.)

Canon 6 -- A legal assistant must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

Canon 7 -- A legal assistant must protect the confidences of a client must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section V.)

Canon 8 -- A legal assistant must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 9 -- A legal assistant's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.

KALA APPLICATION FOR MEMBERSHIP

Completed Application form with payment (dues information on next page) should be mailed to:

KALA Vice President
P.O. Box 47031
Wichita, KS 67201

I hereby apply for ☐ Voting; ☐ Affiliate; ☐ Student; ☐ Sustaining; membership in the
Kansas Association of Legal Assistants

Name: _____

Employer: _____

☐* Business address: _____

☐* Home address: _____
(* Please check preferred mailing address)

Business phone: _____ Fax: _____ Home phone: _____

Business E-mail: _____ Home E-mail: _____

How long employed as a Legal Assistant: _____ Total years legal experience: _____

Formal or special education (name and address of school) or training for present position: _____

Date of Graduation: _____ Specialty (if applicable): _____

If CLA, date certified: _____ CLAS? ☐ Yes ☐ No

Check the most appropriate description of your employer: ☐ Corporate law department

☐ Private law office ☐ Government law department ☐ Other _____

I am ____ am not ____ a member of National Association of Legal Assistants (NALA).

I agree to be bound by the NALA Code of Ethics and Professional Responsibility (adopted by
Kansas Association of Legal Assistants), and any other code adopted by the membership of
KALA, and the by-laws of KALA.

Date: _____

Signature

Attorney/Employer Attestation. note: This section must be completed by all applicants qualifying under requirements numbers 4, 5, 6, or 7.

I hereby attest that _____ is employed by me and meets the qualifications for voting membership in the Kansas Association of Legal Assistants, as listed under requirement number _____ ; that applicant's ethical and professional conduct are above reproach, and that he/she is recommended for membership in the Kansas Association of Legal Assistants.

Date: _____

Signature of Attorney/Employer

School Attestation. (Required of all student applicants). To be completed by school director or instructor.

I hereby attest that _____ is currently enrolled in the Legal Assistant Course at this school and is not employed as a Legal Assistant.

Date: _____

Signature of Director or Instructor

Title: _____

School: _____

The Board of Directors of this Association may, at any time or from time to time, prescribe further rules and regulations defining and governing the admission of individuals to membership in this Association.

DUES STRUCTURE:

First Year's dues and initiation fee must accompany application form. Thereafter, dues are billed annually on June 1st. Dues are as follows:

Voting Members - \$50.00 (July 1st – June 30th and \$5.00 initiation fee) Half year dues - \$25.00
(\$15.00 after January 1st and \$5.00 initiation fee)

Affiliate Members - \$25.00 (July 1st – June 30th) Half year dues - \$12.50 (after January 1st)

Sustaining Members - \$60.00 (July 1st – June 30th) Half year dues - \$30.00 (after January 1st)

Student Members - \$15.00 (July 1st – June 30th) Half year dues - \$7.50 (after January 1st)